

**MANAGEMENT  
ANALYST  
GS-0343-09**

**WORK  
MANAGEMENT**

MANAGEMENT ANALYST  
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INTRODUCTION

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This position is located in the Facilities Management & Airfield Support Department, Facilities Management Division, Workload Operations Management Branch, Naval Air Station, Lemoore, CA. Its primary purpose is to apply management and systems analysis techniques in the development of shop loading and budget proposals.

MAJOR DUTIES AND RESPONSIBILITIES

- 15% Maintain long range Maintenance and repair plans considering budget trends, management and other inputs with a goal of accomplishing the most with the dollars available. Monitor and adjust the annual spending plan as well as the 12-month shopload plan.
- 35% Manage work input by analyzing work requests, inspection reports, memos, special studies and requests, and other information to categorize and establish initial priorities for Maintenance and repair and minor construction projects. Introduce financial and control information and maintain work suspense files. Provide input to satisfy shop plans and station requirements. Advise management of Maintenance backlog and trends and provide recommendations for board decisions.
- 45% Prepare Shop Load Plan on a monthly basis by considering such factors as the manhour estimates for each project, manpower availability reports from the shops, number of work centers involved, over all nature & scope of work projects, concurrent operations involving multiple work centers, existing workloads within each work center, availability of materials and equipment, customer needs, weather conditions, priorities and material deliveries. Communicates with the shop scheduler to make sure the shop load plan meets the requirements of the shop work force.

SKILLS AND KNOWLEDGE

The incumbent must possess knowledge of work evaluation techniques; planning, and programming principles; management analysis and review methodology and organizational development and position management principles. The ability to perform analysis of financial matters and to present complete concise plans clearly is required.

Knowledge of shop methods, construction techniques, shop and field tools and equipment, and facilities available for accomplishment of work.

Skilled in dealing effectively with customers, operating officials, and contractor personnel.

Ability to communicate orally and in writing.

Knowledge or ability to learn computer operating systems and programs such as DOS, GCOS 6, Novelle, Lotus, Word Perfect, and dBase III+, "BEST" software.

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### SUPERVISORY CONTROLS

The incumbent is responsible to the Workload Operations Management Branch Leader. Supervision is general in nature and control is exercised through specific objectives and tasks defined by the Branch Leader. The incumbent works independently, sets priorities and is expected to present completed staff work. Effectiveness in the position is assessed by the accomplishment of assigned tasks and meeting assigned objectives.

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### GUIDELINES

Guidelines include publications such as NAVFACENGCOM and NAVCOMPT manuals; directives and instructions; local policy instructions and specific instruction developed by division managers.

### COMPLEXITY

Assignments involve use of task analysis, activity analysis and functional analysis; system analysis studies of automated data processing systems applications, in particular for the "BEST" ADP system; analytical studies of information and communication channels in the department.

### SCOPE AND EFFECT

The position's function and purpose are integral to the effective use of fiscal and personnel resources to ensure that the real property facilities adequately support the mission of the activity.

### PERSONAL CONTACTS

Personal Contacts are with a variety of officials, managers, professionals, or executives within this activity to obtain information regarding work requirements and shop force capabilities.

### PHYSICAL DEMANDS

Work is mostly sedentary, but some walking, climbing, bending, and stooping may be required during evaluation of facilities projects.

### WORK ENVIRONMENT

Work is typically performed in an office setting.